



**Maharashtra State AIDS Control Society,**

GOVERNMENT OF MAHARASHTRA

R. A. Kidwai Marg, Near Wadala OverBridge,  
Wadala (West), Mumbai-400031

**No: MSACS/Proc/ AMC Courier Service / 2010-11**

**Date: 19/5/2010**

**Sub: Invitation of Quotations for “Annual Contract for Courier Service.**

Dear Madam/Sir

MSACS is an autonomous body constituted by the Govt. of Maharashtra for implementation of National AIDS Control Programme. MSACS has to dispatch material in bulk quantity as well as individual letters within Maharashtra to grass route level. MSACS invites to submit your most competitive rates for the Courier Services.

Our Terms and conditions are as follows :

- 1) Proof of Delivery (P.O.D.) / Receipt should be in the name of contractor or party.
- 2) The firms should provide labours as and when required by this office.
- 3) Materials / Letters should be collected from the MSACS Godown / Office.
- 4) Rates are inclusive of Packing, Loading, unloading of material.
- 5) Packing material will be provided by MSACS.
- 6) Bill should be submitted once in a month along with the acknowledgement of receipt / proof of delivery.
- 7) Proof of Delivery (P.O.D.) and acknowledgement receipt should be signed and stamped by competent authority.
- 8) Acknowledgement of material should be in the format provided by MSACS only.

1) Contract Price :

A) You are requested to quote rate for following particulars.

	0 to 100 gm	100 to 250 gm	251 to 500 gm	501 to 1000 gm (1 Kg)	1 Kg & above in bulk
Local (within Mumbai)					
Domestics (within Maharashtra)					

Corrections, if any, shall be made clearly by crossing out the old one and corrected part should be signed.

**E-mail : maharashtrassacs@gmail.com**

**☎: 411 30 97,411 56 19, 411 31 23 Fax: 24113123**

**Talk AIDS, Stop AIDS**

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- B) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- C) The rates quoted by the quoter shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- D) The prices should be quoted in Indian Rupees only.
- E) The Contract Period is only for **One Year**.
- 2) **Each bidder shall submit only one quotation in prescribed format attached with the inquiry letter and mention “Quotation for Annual Contract for Courier Service” on sealed envelope.**
- 3) **Validity of Quotation:**  
Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission.
- 4) **Evaluation of Quotations:**  
The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which  
a. are properly signed; and  
b. conform to the terms and conditions and specifications.
- 5) **Award of Contract :**  
The purchaser will award the contract to the lowest responsive substantive evaluated quoter. The contract shall be for a period of One Year from the date of awarding the contract.  
5.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of contract.  
5.2 The quoter whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiry of the quotation validity period.
6. **Bidder has to submit following certificates along with the quotation**  
a) Service Tax registration.  
b) Service Tax clearance certificate.  
c) Income Tax clearance / return  
d) Registration under Shop & Establishment Act
7. **Performance Security –**  
a) Within 8 days from the receipt of notification of award from purchaser, the successful bidder shall furnish the performance security of Rs.25,000/-. Failure to submit performance security within specified period, the contract will be



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- terminated and may awarded to the next lowest evaluated bidder or call for new bid.
- b) A contract to be executed by the successful bidder on a non judicial stamp paper of Rs.100/- & submit to this office duly signed within 8 days from receipt of notification of award.
8. Payment will be made after submission of the monthly / quarterly bill along with the proof of dispatch / goods acceptance certificate.
9. You are requested to provide your offer latest by 3.00 pm hours on 26/05/10.
10. **Quotations will be opened in the presence of the Bidders or their representative who choose to attend at 3.30 AM/PM on 26/05/10 in the office of the MSACS.**
11. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-  
**Addl. Project Director**  
**MSACS**

Date :-

To,  
The Project Director  
Maharashtra AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Overbridge,  
Wadala (W), Mumbai – 400 031.

**Sub :- Submission of quotation for “Annual Contract for Courier Services.”**

**Ref :-** Your inquiry no. \_\_\_\_\_ date \_\_\_\_\_

Due on \_\_\_\_\_

**Quotation**

<b>Weight / Destination</b>	<b>Local within Mumbai</b>	<b>Domestics within Maharashtra</b>
<b>0 to 100 gm</b>		
<b>101 to 250 gm</b>		
<b>251 to 500 gm</b>		
<b>501 to 1 Kg (1000 gm)</b>		
<b>1 Kg &amp; above in bulk</b>		
<b>Service Tax @</b>		
<b>Other Tax / charges if any @</b>		

We agree to provide service in accordance with the terms & conditions mentioned in the Invitation for Quotation.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Name & Address of supplier**

**Signature of supplier**